

**Public Service Recognition Week (PSRW)
Meeting Minutes**

March 28, 2007

ATTENDANCE:

Carol Marie Andrew, Department of Licensing
Wendy Bennett, State Auditors' Office
Linda Brock, Liquor Control Board
Molly Hughes- Mohler, Social & Health Svs.
Pam Johnson, ICSEW
Joyce Norris, Department of Transportation
Lillian Springer, General Administration

Tracy Workman, Secretary of State
Chana LaChapelle, Secretary of State
Bob Gramento, Military Department
Jenna Parque, Lottery Commission
Gail Newkirk, Insurance Commissioner
Patti Larson, Department of Health
Jacque Long, Department of Personnel

WELCOME AND INTRODUCTIONS

Chana LaChapelle (formerly Clark) called the meeting to order at 10:00, and welcomed all attendees, and then introductions were made around the room.

Chana informed the group that the new location for the Olympia celebration is on the Capitol campus, East Plaza lawn across from the Tivoli Fountain on Capitol Way. The usual location, Heritage Park is undergoing construction and won't be ready in time. She mentioned that Productivity Board staff, the Celebration Committee, and General Administration (GA) recently walked the lawn. Chana said the lawn is on top of the parking garage and cannot hold a lot of weight so bigger trucks and heavier equipment will have to be parked closer to the street.

Tents provided by the Military Department cannot have spikes more than 1 foot long, which Sgt. Gramento affirmed. He also noted that he would like to come next week and tour the area. The new location is closer to state offices and there are enclosed restrooms, benches, picnic tables and plenty of paved walking areas.

Chana said that GA will rope off 25-30 parking spaces below in the parking garage on a first come-first served basis. Anyone parking down there is able to take the elevator up to the lawn level and unload if they wish. She stated that GA will also block off one lane of Capitol Way for unloading and loading.

Chana mentioned that agency and vendor booth registration forms were sent out and were a little late because of all the changes to the Olympia event regarding location and time. She said she has 4 vendors so far which are, Costco, Evergreen DIRECT Credit Union, Liberty Mutual Insurance, and Washington State Employee's Credit Union. Molly Hughes reported that she had 8 agency registrations that include Health Care Authority, Parks, Department of Revenue, Social and Health, Attorney General, Secretary of State, Department of Personnel, Liquor Control Board, and Department of Revenue.

Celebration Committee

Linda Brock stated that if the WSP Color Guard cannot attend, the International Guard will be contacted. She mentioned we may need more hotdogs and Tracy Workman advised to wait to see how many agency booths have signed up. There is a lot of food this year with hot dogs, chips, apples, carrots, cookies, mochassas that are free, and soda and water sold for .75 each.

Tracy mentioned to let all reps know exactly what is going on so if any employee or public official have any questions regarding the event, everyone is able to help.

Tracy also addressed the group about more effective ways to get the word out to satellite offices of agencies that may have not participated in the past. Molly stated that DSHS had just sent out an agency wide newsletter which contained information on all the events and locations around the state.

Tracy stated that area posters will be finished by next week and would be available in PDF on the Productivity Board website. These will have the same 'look and feel' for PSRW and will be familiar to all regarding the events.

Extra Mile Committee

Chana stated the group has narrowed down 18 nominations from 139. The committee is to meet early next week to decide the winners. She also reiterated that the media is not alerted to the winners until every last one is recognized. It is up to the individual agencies to recognize any nominees they wish and a list of nominees will go out to agency heads and media after PSRW.

Longevity Award

Chana said she received the list from Joyce Norris and there are 4 recipients eligible for 40 year awards and two for the 50 year award. Chana also stated that the elimination of the 35 year recipients greatly reduced the number of names and will be less of an administrative burden for the group.

Tracy Workman said that we would add the official gold seal to the awards this year, as it would look more professional and personal than past years. The certificates are beautiful with our Capitol and the cherry blossoms in the background.

General Discussion

Chana went on to describe the outlying area events starting with Spokane. There event is on May 10th from 1:00 – 3:00p at the Digital Archives in Cheney Washington, 9 confirmed agency booths are confirmed, and that Eastern Washington University is helping with marketing.

The Tri-Cities event is May 10th at Columbia Park in Richland from 5:30 to 7:30p, food servers are from the local Lions Club, and they chose administrators from Washington State Employees Credit Union to speak.

The Vancouver event is slated for May 8th at the WSP/DOT complex from 11:00a-1:00p, State Auditor Brian Sonntag is set to speak along with area Representative Val Ogden.

All plans are proceeding without hitch, and each area is looking forward to the events. Tracy and Chana are attending the Vancouver event; Linnaea is attending the Spokane and Tri-Cities events.

The meeting adjourned at 11:00 am.

Next meeting will be April 11, 2007, at 10:00 am until 11:00 am.

Since we have the room reserved before the meeting starts, committees can meet there before the actual PSRW meeting, if needed. Please let Chana know, by calling 360.704.5203, or emailing clachapelle@secstate.wa.gov